

## Menu Record Instructions

The Menu Record is used to record food served to participants. A written record of the food actually served to program participants is required for every meal and snack claimed for reimbursement. No menu record; no reimbursement. Each menu record must include:

1. Date the food was served – example: 10/1/17, 10/2/2017, etc.
2. Meal type – breakfast, lunch, pm snack, etc.
3. Name of center or room, if the centers or rooms use different menus
4. List of food items served for each meal and snack

### How to record food and beverages on the menu record:

- List the food/beverage for each meal/snack, including any substitutions made. Please do not use generic terms such as "juice", "cereal", "bread", etc.

<b>Instead of...</b>	<b>List...</b>
<i>juice</i>	<i>100 % orange juice, 100 % tomato juice</i>
<i>cereal</i>	<i>Cheerios, oatmeal, Kix</i>
<i>vegetables</i>	<i>carrots, peas, broccoli</i>
<i>salad</i>	<i>lettuce, cucumbers and tomato</i>
<i>fruit</i>	<i>apples, bananas, pineapple chunks</i>

It is important to list specific food items that contribute to the required meal pattern components. When serving a combination food with more than one food component, designate the individual food items that contribute to the meal pattern components with an asterisk (\*). Record the combination food on the menu.

<b>Instead of...</b>	<b>List...</b>
<i>Lasagna</i>	<i>Ground Turkey*, mozzarella cheese (Meat/Meat Alternate) Lasagna Noodles* Grain HM Turkey &amp; Cheese Lasagna (HM = homemade)</i>
<i>Pizza</i>	<i>Low Fat Mozzarella Cheese, ham* (Meat/Meat Alternate) Whole Wheat Pizza Crust* (Whole Grain) HM Pizza</i>
<i>Sloppy Joe</i>	<i>Ground Beef* (Meat/Meat Alternate) Whole Wheat Bun* (Whole Grain) HM Sloppy Joe</i>
<i>Burrito</i>	<i>Pinto Beans &amp; Cheddar Cheese* (Meat/Meat Alternate) Tortilla* Grain HM Bean &amp; Cheese Burrito</i>

- Remember to list sandwich bread, hot dog bun, pizza crust, pasta, etc., on the grains/bread line.
- Remember to designate whole grain/whole grain rich food items served on the menu record. You may use "WG", "WW", "WGR" or another acronym to denote whole grain requirement was met.
- Write "HM" to designate a homemade main entree items such as pizza, macaroni and cheese, ravioli or spaghetti. It is best practice to use standardized recipes that provide the required component amounts. A great resource for standardized recipes is [The Institute of Child Nutrition](http://www.theicn.org) at <http://www.theicn.org>. Also see the *Food Buying Guide for Child Nutrition Programs* or *Child Care Recipes* for detailed instructions on determining food amounts to purchase and prepare. These are available on the [Child and Adult Care Food Program \(CACFP\) website](http://www.michigan.gov/cacfp) at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp). Recipes for homemade items should be on file at the preparation site.
- Write "CN" on the menu record for all CN (Child Nutrition) labeled combination foods.
- The menu record requirements for the CACFP differ from the National School Lunch Program (NSLP). CACFP institutions must identify the individual food components which contribute to the CACFP meal pattern requirements on the menu record. "School lunch menus" are often used as a "marketing tool" to encourage participation and may require additional information.
- Food Service Production records are used in the NSLP to document meal components to meet program recordkeeping requirements. While they are not required for CACFP in Michigan, they may be requested to clarify questions related to menus.
- The menu record requirements for the CACFP differ from the National School Lunch Program (NSLP). CACFP institutions must identify the individual food components which contribute to the CACFP meal pattern requirements on the menu record. If your facility uses a promotional "school lunch" menu format, it is necessary to make notations on the menu to meet CACFP requirements. When terms such as "*Peter Rabbit Sticks*" (*carrot sticks*) or "*Gobbler Sandwich*" (*turkey sandwich*) are listed on the promotional menu, write the name of the actual food item served next to or by the "marketing" term on the menu. *Example: Write carrot sticks next to the "Peter Rabbit Sticks" and Turkey on Whole Wheat Bread next to the "Gobbler Sandwich" on the menu.* If it is easier, you can have a separate promotional menu and a meal component production record of foods/beverages served, but this is not required.
- Use a separate menu record for each month. Do not include any days from another month if a week is split between two months, keep the records separate.

- Record any menu substitutions on the menu/production record that may take place on the actual serving day, even if just substituting one item for one participant. Remember, the menu or food production record is a record of the food actually served, not planned.
- Record all food/beverage substitutions on the menu served to participants with disabilities or special dietary needs. The Medical Exception Statement for Food Substitution form is used for both situations below. This form can be found on the CACFP website under "Other Forms and Instructions".
- Review the menus to be sure meals and snacks meet meal pattern requirements. Claim only those meals and snacks approved on the CACFP application and which meet CACFP meal pattern requirements.